



Police Officer Recruitment Process

**08/31/15 -
10/11/15**

Step 1: Advertisements

Upon approval by the Police and Fire Commission for the hiring of sworn officers, advertisements will be placed with the following agencies:

Publications & Websites

*Wisconsin State Journal
online

*Madison Times

*Capital City Hues

Internal Posting at City Hall

Wilenet

Wisconsin Technical Colleges Internet Job Board

Fitchburg Access Cable Television

City of Fitchburg Website

University of Wisconsin Consortium Website

Edgewood College

Wisconsin Department of Workforce Development

National Black Police Association

E-Mail Contacts and Listservs

Centro Hispano

Kennedy Heights Community Center

Bridge Lakepoint Waunona Neigh. Center

Vera Court Community Center

Boys & Girls Club of Dane County

Nehemiah Community Development

WI Women of Color Network Inc. (WWOCN)

League of Martin

Urban League of Greater Madison

NAACP – Milwaukee & Madison

African American Council of Churches (AACC)

Latino Chamber of Commerce

Eating Chamber of Commerce
Latino Professional Association

National Black State Troopers Coalition

Duration

1 placement (Sunday) and

1 placement

1 placement

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

duration of recruitment

* Paid Advertising

10/12/15- 10/14/15	<p>Step 2: Application Review</p> <p>All Candidates will be evaluated based on the established criteria previously approved by the PFC. The selection committee will score the applications and establish a list of approximately 50 applicants, depending on number of vacancies, to proceed to the panel Interviews.</p>
10/26/15 - 10/27/15	<p>Step 3: Panel Interviews</p> <p>Candidates invited to participate in oral panel interviews. Minimum of 3 panelists, one internal and two external will participate. The same questions will be asked to each candidate. An applicant may ask for panelists to excuse themselves from the interview, should the candidate feel they would not receive a fair evaluation from that panelist.</p>
10/28/15 - 10/31/15	<p>Step 4: Preliminary Background Screen</p> <p>The top scoring candidates from the Panel Interview process will undergo a preliminary background screen. The candidate's driving record and criminal background will be checked prior to the Chief's Interview. Those not meeting the acceptable criteria (see minimum qualifications) will be eliminated from consideration at this point.</p>
11/05/15 - 11/06/15	<p>Step 5: Personnel Evaluation Profile & Chief's Interview</p> <p>In conjunction with the Chief's interview, candidates will take the Personnel Evaluation Profile, as developed by Personnel Evaluation, Inc. This test evaluates a person's motivation, ethics, honesty, work habits, etc. This evaluation will be used by the background investigator in conducting a comprehensive background.</p>
11/09/15 - 11/20/15	<p>Step 6: Background Checks</p>
11/23/15	<p>Step 7: Recommendation to the PFC</p>
11/23/15	<p>Conditional Offer</p> <p>Conditional offers of employment will be made to candidates recommended by the Chief, and approved by the PFC, which successfully pass the comprehensive background. Offers are contingent upon the successful completion of a physical exam, psychological exam, and pre-employment drug screen.</p>
11/30/15- 12/04/15	<p>Step 8: Pre-employment Medical Exams and drug screens</p>
12/15/15	<p>Step 9: Police Academy Entrance Fitness Testing (for candidates needing certification through the LESB)</p>
TBD - 2016	<p>First Day</p>